



**Instructions for Submitting
Lender Agreement for Energy Saver Rebate
Amendment to Participation Agreement for
Home Improvement Loan Programs**

1. Complete the "Lender Participation Agreement" for Energy Saver Rebate Agreement:
 - The Effective Date of "Original Agreement" refers to the date that Minnesota Housing signed the lender's *Participation Agreement for Home Improvement Loan Programs*.
 - For lenders that don't have their original agreement at hand, call the Help Desk and ask to be directed to Leighann McKenzie or Kathy Aanerud at (800) 710-8871 or (651) 296-8215.
 - Prepare two signed originals.
2. Complete the "Direct Deposit Authorization for Electronic Funds Transfer (EFT)".
3. Mail the following items to:
Minnesota Housing;
Attn: Homes Division
400 Sibley Street, Suite 300
St. Paul, MN 55101
 - Two original signed copies of the Lender Participation Agreement
 - Direct Deposit Authorization form
4. Upon receipt and processing of the above items, Minnesota Housing will:
 - Sign and return an original of the Lender Agreement to the person named as Main Office Contact on the HDS Web Application
 - List Fix-up Fund lenders participating in the Rebate program on the Minnesota Housing website